Child Safeguarding Risk Assessment

St. Flannan's College

Child Safeguarding Risk Assessment – St.Flannan's College

Assessment of Risk of St.Flannan's College

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of St. Flannan's College.

1. List of school activities

- Daily arrival and dismissal of students
- Recreation breaks for students
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- Sporting Activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements
- Care of students with special educational needs, including intimate care where needed,
- Management of challenging behaviour amongst students, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of students with specific vulnerabilities/ needs such as
  - Students from ethnic minorities/foreign students
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children

- Students perceived to be LGBT
- Students of minority religious faiths
- Students in care
- Student on CPNS (Child Protection Notice Statements)

- Recruitment of school personnel including -
  - Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
- Participation by students in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by students in school
- Application of sanctions under the school's Code of Behaviour e.g. detention of students, confiscation of phones, suspension.
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Homework club/evening study
- Students driving vehicles on school grounds

2. The school has identified the following risks of harm in respect of its activities -

Definition of "***Harm***" as per." *Page 68* **Child Protection Procedures for Primary and Post-Primary Schools 2017**

"harm" means, in relation to a child –
(a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or
(b) sexual abuse of the child,

whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances or otherwise;
"ill-treatment" means, in relation to a child, to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated;
"neglect" means, in relation to a child, to deprive the child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care;"

"welfare" includes, in relation to a child, the moral, intellectual, physical, emotional and social welfare of the child."

Potential risk of:

- Harm not being recognised by school personnel
- Harm not being reported properly and promptly by school personnel
- Student being harmed in the school by a member of school personnel
- Student being harmed in the school by another student
- Student being harmed in the school by volunteer or visitor to the school
- Student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities e.g. school trip
- Harm due to bullying of student
- Harm due to inadequate supervision of student in school
- Harm due to inadequate supervision of students while attending out of school activities
- Harm due to inappropriate relationship/communications between student and another student or adult
- Harm due to student inappropriately accessing/using computers, social media, phones and other devices while at school
- Harm to student with SEN who have particular vulnerabilities
- Harm to student while a student is receiving intimate care
- Harm due to inadequate code of behaviour
- Harm in one-to-one teaching, counselling, coaching situation
- Harm caused by member of school personnel communicating with student in appropriate manner via social media, texting, digital device or other manner
- Harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital devices or other manner.
- Harm caused by member of school personnel accessing/circulating student/staff personal data inappropriately.

3. The school has the following procedures in place to address the risks of harm identified in this assessment -

Procedures/practice to address potential risks of harm

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- The school implements the SPHE curriculum
- The school implements the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school has a supervision practice to ensure appropriate supervision of students.
- The school has in place a procedure in respect of school outings
- The school has a Health and Safety Statement
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school has a code of conduct for school personnel (Teaching Council Code of Conduct)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs procedure
- The school facilitates relevant training for staff:

February 26, 2018 school closed at 1.10 p.m. for staff to avail of on-line training in Child Protection Procedures

School will close at 1.10 p.m. on a date in the final school term for further staff training in Child Protection Procedures

- The school has in place a practice for the administration of First Aid
- The school has in place a code of behaviour for students
- The school has in place an Acceptable Use Policy in respect of usage of ICT by members of the school community
- The school has in place a Critical Incident Management Plan
- The school has in place procedures related to Home School Liaison
- The school has in place a practice for the use of external persons to supplement delivery of the curriculum
- The school has in place a practice for the use of external sports coaches

- The school has in place a practice for one-to-one teaching activities
- The school has in place procedures for one-to-one counselling
- The school has in place a practice in respect of student teacher placements
- The school has in place a practice in respect of students of the school undertaking work experience in external organisations
- The school has in place a Visitors to the school Policy
- The school has in place a Student Vehicle Parking Policy

Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary Schools 2017*

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on ..... [date]. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed Leonard Cleary Date 9/3/2018.

Chairperson, Board of Management

Signed Fr Ignatius McCormack Date 9th March 2018

Principal/Secretary to the Board of Management

Child Safeguarding Statement

St. Flannan's College is a post-primary school providing post-primary education to boys and girls from First Year to Leaving Certificate Year.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and TUSLA Guidance on the preparation of Child Safeguarding Statements, the Board of Management of St. Flannan's College has agreed the Child Safeguarding Statement set out in this document.

1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement

2 The Designated Liaison Person (DLP) is Fr Ignatius McCormack.

3 The Deputy Designated Liaison Persons (Deputy DLP'S) are Mr. Donal Cahir, Mr. Michael Mc Inerney Mr. John Minogue, Ms. Fionnuala Kelly, Ms.Breege Kellegher.

4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities in its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.

- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.

- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-

  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training

- In relation to reporting of child protection concerns to TUSLA, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

- In this school the Board has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the s child safeguarding statement.

- All registered teachers employed by the school are mandated persons under the Children First Act 2015.

- In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to these procedures.

- Some of the various procedures/policies referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.

6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to TUSLA and the Department if requested.

7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 5th March 2018 [date].

Signed: Gerard Clarke

Chairperson of Board of Management

Date: 9/3/2018

Signed: Sr. Ignatius McCormack

Principal/Secretary to the Board of Management

Date: 9/3/2018.

Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017.*

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017''?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (TUSLA and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	yes
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, was the Board informed of any child protection reports made to TUSLA/An Garda Síochána by the DLP?	yes
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from TUSLA and as a result of this advice, no report to the HSE was made?	Yes

	Yes/No
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	yes
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	yes
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to TUSLA/An Garda Síochána were appropriately followed in each case reviewed?	yes
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	yes
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	yes
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	No
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	N/A
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	yes
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	N/A
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	yes
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	yes
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	yes
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	yes
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	yes
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	N/A
33. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	yes
34. Has the Board sought the feedback of pupils in relation to the school's child	No

	Yes/No
safeguarding arrangements?	
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	N/A
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	N/A

*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed Leonard Clarke Date 9/3/2018.

Chairperson, Board of Management

Signed Fr Ignatius McCormack Date 9th March 2018

Principal/Secretary to the Board of Management

Notification regarding the Board of Management's review of the Child Safeguarding Statement

To:_____

The Board of Management of St. Flannan's College Clare Rd Ennis Co Clare wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of _____ [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website www.education.ie

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Actions to be taken re Child Protection Safe Guarding in St. Flannan's College

March 2018

Actions	Proposed timeline	Completed	Reviewed
Policies to be drawn up			
Acceptable User			
SEN			
Data Protection			
1. Administration of medication			
2. First Aid administration			
3. Policy and Procedure for use of external Sports coaches			
4. Policy and Procedure in relation to one-to-one teaching activities			
5. Policy and Procedure in relation to one-to-one counselling activities			
6. Staff to receive training on Child Protection Procedures			
7. Board members to receive training on Child Protection Procedures			
8. Policy and Procedure in respect of student teacher placements			
9. Policy and Procedure in respect of students of school undertaking work experience in external organisations			
10. All staff to be given a copy of Child Protection Procedures			
11. Procedures around supervision and substitution to be			

revised			
12. Procedures in respect of school outings to be formalised			
13. Health and Safety Statement to be displayed			
14. HSCL procedure			
15. Formalise procedure for use of external persons used to supplement delivery of curriculum.			
16. All staff to be given a copy of Child Safe Guarding Statement			
17. A copy of Safe Guarding Statement to be out on School website			
18. Code of Conduct for non-teaching staff			
19. A copy of Safe Guarding Statement to be displayed in Front hall.			